District IV Medical Examiner's Office

Serving Duval, Clay, Nassau, Hamilton, & Columbia Counties

Wednesday, March 11, 2020

TO: Greg Pease, Chief, Procurement

THRU: Dr. B. Robert Pietak, Chief Medical Examiner

FROM: Tim Crutchfield, Director of Operations

RE: **Certification Letter for RFP for P-26-20 Toxicology Services**

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. **The general purpose of the service or study:** See attached RFP

2. **The Objective of the study or services:** To provide forensic toxicology service to the District IV Chief Medical Examiner's Office.

3. **The estimated period of time needed for the service or study:** 5 Year contract with a 5 year renewal option.

4. **The estimated cost of the service or study:** $ $700,000.00 / Year without consideration of CPI increase.

5. **Whether the proposed study or service would or would not duplicate a prior or existing study or service:** Current Contract exists for these services but will expire September 30, 2020.

6. **List of current contracts or prior services or studies which are related to the proposed study or service:** National Medical Services

7. **A statement as to why the service/study cannot be done by department or agency staff:** The Department does not have the equipment or staff with the expertise for performing laboratory testing.

8. The <u>names</u> and <u>telephone numbers</u> of <u>two</u> representatives from the using agency designated to serve on the evaluation committee as subcommittee members:

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Dr. B Robert Pietak – 904-255-4030

Tim Crutchfield – 904-255-4012

9. A project funding account number:

10. The **names** and **addresses** of **specific consultants** the using agency wishes to be included in the solicitation process: NONE

    See attached list.

11. **A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee Members have read and understand the Procurement Manual and Procurement Committee Guidelines dated May 2018.**

TITLE: Chief Medical Examiner Dist. IV

TITLE: Director of Operations